

Close

<b>Bulletin Number</b>	16602BR
<b>Type of Recruitment</b>	Interdepartmental Promotional Opportunity
<b>Department</b>	Human Resources Countywide Exams
<b>Position Title</b>	STAFF ASSISTANT II
<b>Exam Number</b>	R0913H
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	03/18/2013
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	3705.73
<b>Salary Maximum</b>	4856.00
<b>Position/Program Information</b>	<p>Assists the manager of major division or bureau in a County department by analyzing and making recommendations for the solution of a variety of problems of organization, budget, procedures, systems, program, general management and personnel.</p> <p>Positions allocable to this class function as an assistant to managers of major line divisions or bureaus of a large County department analyzing and making recommendations for the solution of a variety of administrative problems having relatively significant consequences in terms of cost and effectiveness or public service in the division or bureau served.</p>
<b>Essential Job Functions</b>	<ul style="list-style-type: none"> <li>• Prepares justification for division or bureau salaries and employee benefit, fixed assets, services and supplies budgets.</li> <li>• Analyzes and makes recommendations on organizational problems or work procedures in the division or bureau served; and participates in the implementation of changes resulting from the studies as needed.</li> <li>• Participates in the divisional or bureau personnel program by assisting the director in the recruitment, selection, and placement of qualified employees; and providing interpretation, advice and guidance to line managers on all aspects of personnel administration.</li> <li>• Collects and analyzes data, and makes recommendations on the purchase, replacement, rentings operation and repair of motor vehicles and construction equipment.</li> <li>• Collects and researches data for selected items of equipment, and writes equipment specifications.</li> <li>• Supervises a small clerical staff in the preparation and maintenance of administrative reports and records as needed.</li> </ul>
<b>Requirements</b>	<p><b><u>SELECTION REQUIREMENTS:</u></b></p> <p><b><u>OPTION I:</u></b> Two years' experience in a <u>general administrative staff</u>* or <u>specialized staff capacity</u>** analyzing and making recommendations for the solution of problems of organization, systems and procedure, program, facility planning, budget or personnel.</p> <p><b><u>OPTION II:</u></b> One year's experience <u>as an</u>*** Administrative Assistant I or Staff Assistant I in the County of Los Angeles.</p>
<b>Physical Class</b>	<b>Physical Class II – Light:</b> Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
<b>Special</b>	* <u>General administrative staff</u> positions are those in which the primary

**Requirement Information**

purpose is to assist management by performing research and making recommendations on use of personnel, allocation of funds, workload and workload fluctuations, and programs and procedures for accomplishing departmental objectives. Staff positions may be regarded as general administrative staff only if such services are performed in the central administrative services unit of an organization or in the central personnel or management staff departments which are the Department of Human Resources and the Chief Executive Office.

**\*\*Specialized staff capacity** is defined as staff experience requiring specialized knowledge of rules, regulations, and other guidelines relating to completing assignments in the program area assigned. Knowledge is usually attained through extensive, increasingly difficult, and practical experience and training in the subject matter field.

**\*\*\*To qualify under Option II**, applicants must have status as evidenced by holding such payroll title.

**Withhold Information:**

Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

**Verification of Experience:**

Verification of Experience Letter (VOEL) **WILL NOT BE ACCEPTED** for this examination. VOEL previously submitted for other examinations will also not be considered. The education and experience listed on your application is **SUBJECT TO VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made. **FALSIFICATION** of any information may result in **DISQUALIFICATION OR RESCISSION OF PROMOTION**.

**Examination Content**

This examination will consist of two (2) parts:

**Part I** - A written test covering Data Collection Principles and Methodology; Office Practices and Procedures; Written Expression; Data Analysis and Interpretation (including Mathematical Ability); and Reading Comprehension **weighted 50%**.

**PART II** - A Work Styles Assessment (WSA) computerized test that will measure Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability **weighted 50%**.

- **NOTE:** Applicants that have taken identical test parts for other exams within the last twelve (12) months, will have their scores for the identical test part(s) automatically transferred to this examination.

Applicants who are also concurrently applying for Staff Assistant I, Exam Number R0907G, will take the identical written and computerized test components one time only. The resulting score will be transferred to all examinations for which you have applied.

Scores may also be applied for future exams.

**WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.**

Applicants must meet the Selection Requirements and achieve a passing score of 70% or higher on each weighted part of the the examination in order

to be placed on the eligible register.

**Special  
Information**

**TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP  
CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:**

- An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at:  
<http://hr.lacounty.gov>  
Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."
- You can also access practice tests for the computerized version of the test by going to the following website:  
[http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html)

**While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.**

**Vacancy  
Information**

The eligible register resulting from this examination will be used to fill vacancies throughout Los Angeles County as they occur.

**Eligibility  
Information**

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

**NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.**

**Available Shift**

Day

**Job Opportunity  
Information**

**Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.**

**Application and  
Filing  
Information**

**APPLICATIONS MUST BE FILED ONLINE ONLY.**

**APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.**

**INSTRUCTIONS FOR FILING ONLINE:**

Apply online by clicking the link that reads " [APPLY TO JOB](#) ". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application on the last day of filing. Note: If you are unable to attach required documents, you may fax them to (213) 380-3681 .

**To apply online, please click the link below:**

[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerid=25082&siteid=5045&areq=16602BR](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=16602BR)

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Fill out the application completely and correctly for any related education, training, and job experience. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

**SOCIAL SECURITY NUMBER:**

All applicants MUST enter a valid social security number at the time of filing.

Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, applications can be completed in computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:**

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los Angeles  
Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Eric De Guia or Regina Lowery
<b>Department Contact Phone</b>	213-738-2084
<b>Department Contact Email</b>	edeguia@hr.lacounty.gov or rlowery@hr.lacounty.gov
<b>ADA Coordinator Phone</b>	213-351-2951
<b>Teletype Phone</b>	800-899-4099
<b>California Relay Services Phone</b>	800-735-2922
<b>Alternate TTY Phone</b>	800-897-0077
<b>Job Field</b>	Administration
<b>Job Type</b>	Administrative Support

Close